

**City of Lake Forest Park
Civil Service Position Announcement**

**Salary: \$4050/month - \$4956/month (2016 wage rate)
Closes: Open Until Filled; First Review 4/4/2016**

JOB TITLE: Police Support Services Officer
FLSA Non-Exempt; Covered by Guild Collective Bargaining Agreement
Civil Service Position

REPORTS TO: Administrative Sergeant

APPOINTED BY: Chief of Police from Civil Service Eligibility List

Position Purpose: Coordinate and perform prisoner control/transport duties; court security duties; property room and evidence processing; chain of custody duties; department inventory control and coordinate vehicle maintenance; department security cameras/door monitoring; animal control liaison; parking/environmental enforcement. Serves arrest warrants and arrests judicially remanded defendants. Position is a specially commissioned peace officer.

Basic Requirements: High School Diploma or G.E.D.; 2 years college preferred
Valid Washington State Driver License & Clean driving record
Basic First Aid Certificate
Firearm qualification
CJTC Basic Law Enforcement Academy or Reserve Academy
Previous police officer experience desirable

Knowledge of: Federal, state, local laws covering in-custody individuals/property/evidence.
Secure and safe prisoner transport methods and techniques.
Police chain of command structures.
Standard office practices and procedures.
English usage, punctuation, spelling and letter format.
Geography of the city and location of important public/private facilities.

Ability to: Deal with public/co-workers/representatives of other agencies courteously.
Understand and follow oral and written instructions.
Work independently or as part of a team as required.
Maintain accuracy and attention to detail.
Return to duty other than regular scheduled working hours as needed.
Be willing to work with/near potentially hazardous material using appropriate safety precautions.

Closing Date: Open Until Filled
Application and supporting documents by 8:00 a.m. April 4, 2016 for first review to:

**Lee Aalund, Secretary/Chief Examiner
Lake Forest Park Civil Service Commission
17425 Ballinger Way N.E.
Lake Forest Park, WA 98155**

The City of Lake Forest Park provides full medical and dental coverage, deferred compensation, long-term disability insurance, basic life insurance, and social security replacement program.

THE CITY OF LAKE FOREST PARK IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION OR THE PRESENCE OF DISABILITY. FEDERAL LAW REQUIRES ANYONE EMPLOYED BY THE CITY TO PRESENT PROOF OF IDENTITY AND PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES WITHIN THREE DAYS OF HIRING.